eVA Interface/Integration Technical VITA to E2E Meeting

Meeting Minutes for
June 17, 2004

Opening:
A meeting of the eVA import/export interface workgroup to discuss VITA's changes was called to order at 10:00 AM on 6/17/2004 in Richmond.

Present:

Becky Barnett, DGS	Jan Bond, DGS (phone)
Ron Bell, DGS	Richard Brough, DSS
Dennis Brink, VITA	Jan Fatouros, DGS
Christine Childress, DOLI	Martha Freeland, DMV
June Eanes, VA Dept of Edu	Maria Hatcher, DGS
Ed Gibbs, VCU	Mike MacEwen, DOLI (phone)
Richard John, VCU	Parvin Mirshahi, DGS
Marcia Lee, VCE (phone)	Robert Rochelle, VA Dept of Edu
Penny Melton, SWVTC (phone)	Kim Rudisill, DEQ
Jackie Principe, APA	Jennifer Schreck, APA
Rena Roszell, DMAS	Dana Smith, VITA (phone)
Tim Sartini, VDOT	Andrew Short, APA

A.   **Approval of Agenda**
      The informal agenda:
      - eVA Policy Change FY05
      - Integration Status
      - Message Broker Status
      - Medium Agency Decisions/Status
      - VITA Update
      - VITA Receiving & Reconciliation

B.   **eVA Policy Change FY05**
      - Becky Barnett, Business Manager for eVA, discussed the eVA Policy Changes for FY05. The eVA business plan has been posted to the eVA Knowledge Center. This plan replaces the FY04 "scorecard" targets and monthly reports. The link is http://www.eva.state.va.us/cova/eva_agc_req.pdf.

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- Becky stated that the agency manual is being updated and should be available by the beginning of July. Once the manual is updated, The PIM releases with changes effective July 2004 will be posted on the eVA Knowledge Center.

- Becky discussed eVA terms and conditions that must be included on all purchase orders printed by ERP Agencies. The terms and conditions have been posted to the eVA Knowledge Center.

- Becky is still working on the 'eVA Order Transaction and Other Fees' flowchart. This document should be finalized by the end of this week. Once it's finalized, a copy will be emailed to the group and a copy will be posted on the eVA Knowledge Center.

- If you have any questions pertaining to the eVA Policy Change including the eVA order transaction fees, please contact Becky Barnett **rbarnett@dgs.state.va.us** , phone (804) 225-3689 or Ron Bell **rbell@dgs.state.va.us** , phone (804) 786-3846.

- Business Impact to Importing Orders Into eVA –
  - Quick Quote Awards – Unsealed billed done electronically. Buyers need to be setup in eVA through the eVA Account Executive. Quick Quote is awarded through an eVA order. It generates an order which is imported automatically into the eMall. Caution should be taken not to include Quick Quote orders, which already has been imported into eVA, in the import file to be imported into eVA again. These are the recommendations:
    1. Allow the Quick Quote to finish processing in eVA. Once the Quick Quote process imports the order into the eMall, cancel the order in the eMall. Enter the Quick Quote information into the ERP system. Add the Quick Quote number generated in eVA on the agency Header Cross Reference field. Add the order to the import file to be imported into eVA.
    2. Allow the Quick Quote to finish processing in eVA. Once the Quick Quote process imports the order into the eMall, enter the Quick Quote information into the ERP system. Flag the Quick Quote order in the ERP system not to be added to the import interface file, since the order already exists in eVA.

  - Import Interface allows import of orders and requisitions. Requisitions imported into eVA can be routed to eProcurement.

C.   Integration Status
- Jan Fatouros reported that the concept draft was received from AMS. COVA and AMS scheduled a conference call for tomorrow to discuss the concept draft and to coordinate meeting between SCT and AMS to review capabilities.
- Jan Fatouros reported that a meeting in planned between SCT and the universities sometime in July.
- Jan explained the concept of this integration between eVA and the ERP. eVA creates a request which is routed to the ERP through the DGS message broker. The ERP responds to the request through the DGS message broker which is passed to eVA. The request and the response are real-time transactions and are based on the exchange of XML transaction messages.
- Jan will call SCT specific user meeting either in July or August. The tentative plan for the implementation of this integration is October or November, 2004.
- The SCT message broker Luminus, which is a data integration suite, will handle the ERP XML transaction messages.

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- Jan discussed the capability to FTP (upload) data not relating to purchasing into the eVA Data Warehouse. COVA is currently testing this functionality and it should be available by the end of July. Data that can be uploaded are AMEX information, VITA bill invoice, etc.

- An upgrade to the eMall (Ariba 8.1) is scheduled to take place at the end of October.

D.   Message Broker Status –
- Agencies transitioning to VITA starts July 1. VITA test code has been implemented in UAT. UAT has been setup to start receiving VITA test requisitions/orders through the import interface.
- Agencies may start seeing UNSPSC on VITA reports that were not sent by agencies on the import interface.
- Agencies that would like to start testing VITA orders in UAT (either through the import interface or directly online) should contact Maria Hatcher for setup.
- No need to change structure of import file if not sending VITA orders. If the agency is providing a value of 'true' or 'false' for EVAHDRCB1 (COLUMN 380), then a value of 'true' or 'false' for EVAHDRCB3 (COLUMN 800) must be provided.

E.   Medium Agency Decisions/Status
- A601DMAS – DMAS employees will key VITA IT requisitions/orders directly into eVA.
- A501VDOT – VITA employees will key VITA IT requisitions/orders directly into eVA under agency A136VITA.
- A181DOLI – DOLI employees will key VITA IT requisitions/orders directly into eVA. Mike MacEwen is the AITR for the agency.
- A409DMME – VITA IT requisitions/orders will be entered in eVA through the import interface.
- Any requisitions/orders entered online in eVA by VITA staff will be entered under A136VITA eMall environment.
- Reminder: All VITA IT orders created with the VITA Bill To Address of E136 will be on the E136VITA order export.
- DGS has not received any written instructions from VITA on the delegated amount and approval of orders by AITRs outside of eVA. The default delegated amount for all agencies in BizTalk is 100,000. The default value for AITR approval outside of eVA is NO with the exception of DMME and DMAS.
- Receiving of VITA IT goods/services will be done in eVA. Agencies will designate eVA users to be added to Receiving roles.
- NIGP commodity lists of VITA IT Goods and Services were provided to the group present and emailed to the rest of the group not present.

F.   VITA Update
- Two roles have been created for eVA agencies that will transition to VITA starting July 1. The AITR and the TECH approval roles will be setup and loaded in eVA. The AITR role is to allow the requisition to be routed to the requesting agency person who is responsible for approving IT good and services and approves funds. The TECH role is to allow the requisition to be routed to the VITA person who is responsible for the configuration of the system (i.e. PC, network configuration, etc.)
- VITA will provide information of eVA users to add to these roles for each transitioning agency. At least two eVA users should be added to each role. A primary and a backup.

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G. VITA Receiving and Reconciliation

- Jan Fatouros provided handouts with example of the VITA IT Goods and Services Invoice Details. The example was discussed in detail and several questions/comments surfaced and were addressed.
- The 'Agency Used Field' (eVA LineAcctText3) will be used to sort the invoice data.
- Interface agencies that do not send accounting data – The accounting data will default from the requester's BuySense Org (BSO) when the order is imported into eVA.
- Richard Brough from DSS requested that the PO line # be included on the VITA invoice.
- The Object Code on the VITA Invoice is the Cross-Reference of the NIGP to CARS SubObject. The Cross-Reference is done in eVA when the order is loaded into the eVA Data Warehouse.
- Jan Fatouros provided a sample of the Reconciliation report and asked for input. Jan would like feedback on the report fields and order. The group will review and provide feedback to Jan.

  Below are the outstanding questions:
  1. How do handle change orders on items received?
  2. How to handle receiving against incorrect line item? How to cancel receiving against incorrect line item the next day?
  3. How to handle credit for items returned to vendor?

- Jan's response to most of the receiving questions that cannot be handled within eVA is – Procedurally, don't mess with receiving. Contact VITA directly. AMS has manual procedure to adjust bill in eVA.

- Dana Smith stated that after a bill is paid in PeopleSoft, receiving cannot be cancelled in PeopleSoft.

- Dennis Brink will provide DGS a list of delegated amount for each transitioning agency.

  The next meeting will be scheduled in August 2004.

Prepared by Maria F. Hatcher

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